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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 8 April 1952

FROM : Chief, Administrative Service

SUBJECT: Assignment of Parking Spaces

1. Effective 21 April 1952, all existing assignments of parking spaces are cancelled. As of 21 April 1952, the following numbered parking spaces are assigned to your activity.

25X1A

<u>LOCATION</u>	<u>SPACE</u>	<u>PERMIT</u>	
Between North and Central	12	12	
Administration Building	63	63	
	66	66	
South Building	96	96-	
	97	97 R	

Total spaces assigned

5

2. The assignment of parking spaces has been made on the most equitable basis possible. In order that each activity receives a proportionate share, the allocation is based on authorized ceilings. It is requested that the attached forms be completed and forwarded to the Chief, Building Maintenance and Utilities Division, Administrative Service. All old permits not authorized should be removed from the windshields. New permits should be displayed in vehicles at all times.

3. In the reassignment of parking spaces, your cooperation is requested by informing individuals under your jurisdiction that they should not park in assigned areas without a permit. Such notification to all concerned will be extremely helpful to the Administrative Service in policing the use of assigned spaces.

Attachment

Document No. <u>4</u>	
No Change in Class. <input type="checkbox"/>	
<input type="checkbox"/> Declassified	
Class. Changed To: TS S C	
Auth: 311-78	
Date: 3-11-78	
By	

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